Tips

for Computer-Generated Combined Excise Tax Returns

This "tip sheet" is designed to help you create your own computer-generated Combined Excise Tax Return. These guidelines must be followed for your return to be processed. Throughout this document, the Department's Combined Excise Tax Return is referred to as "the Department's return" and your computer generated return is referred to as "your return."

Content

Identification

Front page — All information printed on the original mailing label must be reproduced on the front page of your return. Please make a note on your return if the address has changed. If you are filing your payments through the electronic funds transfer program, the initials "EFT" must be included on your mailing label.

All pages — Clearly identify the period/year (MM/YY) in the upper right hand corner on all pages of your return. Your registration number and company name must also be included on all pages.

Excise Tax Information

The layout of your return must be in a format consistent with the Department's return, although you may include only the lines for the tax classifications applicable to your business. For example, if your business is a retail activity, your return might include only the Retailing Business and Occupation tax, Retail Sales tax, and Local Sales tax lines of the Department's return. You may also use abbreviations for tax classifications.

You may round your figures to the nearest dollar with zeros in the cents column. Your return must include the following for every activity reported:

- tax classification;
- code;
- gross amount;
- deduction total, if any;
- taxable amount; and
- tax due.

Codes

Include codes for all classifications reported. They are used to identify tax classifications and are located in the column titled "Code" on the Department's return. This field is necessary to process your return.

Bar Code

Do not reproduce the bar code located in the upper left hand corner of the Department's return.

Deduction Detail Pages

This information must be in a format consistent with our return, however it is not necessary to create the portions of the deduction pages that are not used. You may use abbreviations but must include the entire four digit deduction ID codes.

Totals Area

This area of the return must be located in the lower right hand corner of page one of the return. This includes the total liability, credit, tax due, etc.

▼ Setup

✔ Document Size

Your document must be standard 8 1/2 x 11 inches.

✔ Paper quality

Paper must be plain, good quality, 20 lb. white bond.

✔ Margins

A margin of at least 1/4 inch at the top, bottom and sides of all pages.

✔ Spacing

Line spacing must be no more than six lines per inch. All printing of data must be no more than 12 (elite) characters per inch (condensed print for data may not be acceptable, depending on quality).

✔ Print quality

Laser printing is strongly recommended. Dot matrix printers may be accepted dependent on print quality. Only standard fonts, such as Times or Arial, are accepted. Italic, artistic, cyrillic, or script-like fonts are not acceptable. All text must be printed in black ink.

▼ Filing

✔ Original Documents

Your *original* computer-generated return should be sent with your remittance. Photocopies of printed originals often result in blurred images when filmed by our micrographic equipment.

✔ Remittance

Please write your registration number on your check. Do not staple it to the return.

✔ Attachments

Any documents normally attached to the Department's return should be attached to your return (e.g., credit memos, schedules, etc.). Registration number, period and year must be included in the upper right hand corner of each page.

✔ Signature

You are responsible for the return and its filing even if a tax preparer has signed the return.

✔ Mailing

You are encouraged to use the pre-addressed envelope provided with the Department's normal pre-printed tax return. Otherwise, please mail to:

Monthly Returns
State of Washington Department of Revenue
PO Box 34051
Seattle WA 98124-1051

Quarterly Returns
State of Washington Department of Revenue
PO Box 34054
Seattle WA 98124-1054

EFT Returns
State of Washington Department of Revenue
PO Box 34053
Seattle WA 98124-1053

✔ Changes to the Department's return

The Department of Revenue will continue to mail all excise tax returns and informational flyers to you. It is your responsibility to review this material and update your return when there are changes in tax rates or other reporting requirements.

If you have questions or need more information, please call (360) 753-7798 or FAX (360) 664-9322.

To inquire about the availability of this document in an alternate format for the visually impaired or language other than English, please call (360) 753-3217. Teletype (TTY) users please call 1-800-451-7985.
http://dor.wa.gov